

**Workloads for
Special
Responsibility
Allowances
October 2019**

Workload Notes

- 1 The workload notes are to give an indication of the workload and public profile of the post which attract a Special Responsibility Allowance.
- 2 The No. of hits for web pages are given to give an indication of the public profile of the Committees, Boards, Cabinet and Cabinet Leads. Therefore, the statistics only include public meetings which the role is expected to Chair e.g. the Site Viewing Working Party is excluded as it's a private meeting and the Licensing Sub Committees are excluded as the Chairman of Licensing does not have to chair these meetings.
- 3 The workload for the Scrutiny Boards is conservative. It is reasonable to assume that the two Boards will hold the same number of meetings as the previously single Scrutiny Board ("2017 board"). In view of the requirement of the new boards to hold challenge sessions in public it can be argued that the number of meetings for each new board will exceed the number of meetings held by the 2017 Board.
- 4 The profile for the scrutiny boards is also conservative as they do not include the total number of hits on the scrutiny pages which have been included in the Annual Scrutiny Reports.
- 5 To quantify the workload for Cabinet Leads, the change in the number of Cabinet Leads has been used; it is reasonable to suggest that a reduction in the number of Cabinet Leads will increase the workload for this post.

Scoring Notes

Factor	Level 1 (Score 1)	Level 2 (Score 2)	Level 3 (Score 3)	Level 4 (Score 4)	
Average Number of Public Meetings	1-5 meetings	6-10 meetings	11-15 meetings	16+ meetings	
Average Number of Public Meetings	1-5 meetings	6-10 meetings	11-15 meetings	16+ meetings	
Average Duration of Public Meetings	0-1 hours	1.1- 1.5- 1.2- hours	1.6- 2 hours	2.1 hours+	
Average Duration of Private Meetings	0-1 hours	1.1- 1.5 hours	1.6- 2 hours	2.1 hours+	
Average Number of Hits on the Web Pages	1- 100 hits	101-200 hits	201-300 hits	300 hits+	
	Level 1 (Score -2)	Level 3 (Score -1)	Level 3 (Score 0)	Level 4 (Score 1)	Level 5 (Score -2)
Change in Number of Cabinet Leads since previous year	2+	1	0	-1	-2+

Cabinet Workload (Public Meeting)

	2014/15	2015/16	2016/17	2017/18	2018/19	Total
No of meetings	9	9	7	9	11	45
Duration	5	6.9	7.8	7	8.8	35.5
No. of hits on Cabinet Web Page	558	371	360	240	194	1723

Mean Average
Number of Meetings
2014-18

9

Average Duration of
Meetings 2014-18

47 minutes

Average no. of Hits
on Cabinet Web
Page

345

Cabinet Briefing (Private Meeting)

	2014/15	2015/16	2016/17	2017/18	2018/19	Total
No of meetings	18	20	19	20	21	98
Duration	40.7	60.7	52	53	55.5	261.9

Mean Average
Number of
Meetings 2014-18

20

Average Duration
of Meetings 2014-
18

2 hours and 40minutes

Cabinet Lead Workload

	2014/15	2015/16	2016/17	2017/18	2018/19	2018 (From July)	Total
No of meetings Hits of Cabinet Lead Decisions	7 381	6 356	6 180	8 65	7	6	40 1035
Change in number of Cabinet Leads from 2017/18	-2						
Average Hits on Cabinet Lead Decisions Web Pages	207						

Development Management Committee (Public Meeting)

	2014/15	2015/16	2016/17	2017/18	2018/19	Total
No of meetings	11	16	9	13	9	58
Duration	19.9	16.4	11.8	21.3	81.124	81.4
No. of Hits on DMC Web Page	667	533	295	159	212	1866

Mean Average
Number of Meetings
2014-18 12

Average Duration of
Meetings 2014-18 1 hour 24 minutes

Average no. of Hits
on Web Page 2014-
18 373.2

Site Viewing Working Party (Private Meeting)

	2014/15	2015/16	2016/17	2017/18	2018/19	Total
No of meetings	9	9	8	10	7	43
Duration	15	11.5	9	12.9	9.4	57.8

Mean Average
Number of Meetings
2014-18 8.6

Average Duration of
Meetings 2014-18 1 hour and 20 minutes

**Joint Human Resources Committee
(Public Meeting)**

	2014/15	2015/16	2016/17	2017/18	2018/19	Total
No of meetings	3	2	3	1	3	12
Duration	2	2	2	2	2	10
No. of Hits on Committee's Web Page	28	25	21	6	39	119

Mean Average
Number of Meetings 2014-18 2

Average Duration of
Meetings 2014-18 1 Hour

Average No of Hits
on Committee's Web
Page 2014-18 24

Governance, Audit and Finance Committee (Public Meeting)¹

	2014/15	2015/16	2016/17	2017/18	2018/19	Total
No of meetings	5	3	6	4	6	24
Duration	5.8	3.5	3.9	3.7	4.1	21
No. of Hits on Governance and Audit Committee Web Pages	75	55	51	24	128	333
Mean Average Number of Meetings 2014-18	5					
Average Duration of Meetings 2014-18	52 minutes					
Average Number of Hits on Committee's Web Pages 2014-18	67					

¹ Figures for 2015/2018 are the statistics relating to Governance and Audit Committee

Licensing Committee (Public Meeting)

	2014/15	2015/16	2016/17	2017/18	2018/19	Total
No of meetings	6	4	4	3	2	19
Duration	4.3	6	2.8	0.9	1.2	15.2
No. of Hits on Licensing Committee Web Page	133	208	51	8	17	417
Mean Average Number of Meetings 2014-18	3.8					
Average Duration of Meetings 2014-18	48 Minutes					
Average No. of Hits on Committee's Web Page 2014-18	83.4					

Scrutiny Boards (Public Meeting)

	2014/15	2015/16	2016/17	2017/18	2018/19 ²	Total
No of meetings	6	10	8	9	17	33
Duration	7.7	12.4	9.6	10.6	21.1	40.3
No. of Hits on Scrutiny Board Web Page	150	401	154	86	170	961
Mean Average Number of Meetings 2014-18	10					
Average Duration of Meetings 2014-18	1 hour and 13 minutes					
Average No. of Hits on Web Page 2014- 18	192					

² 2018/19 figures are based on the meetings of the Business and Commercial Services and Operations and Place Shaping Boards